

Retention and Classification Report

Agency: Department of Agriculture and Food. Division of Animal Industry
(36)
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Records Officer Sue Munteer

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AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80585

3

TITLE: Animal commuter permits

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are applications to move animals from winter to summer range. They include owner's name, address and telephone number; amount of animals moved and their destination.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 2 years and then erase.

APPRAISAL:

Administrative Legal

The automated system has only statistical information needed for budgeting, so the paper copies will be kept longer to fulfill legal statutes 78-12-26(3).

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80585

TITLE: Animal commuter permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 26624

1

TITLE: Aquaculture and fee fishing program files

DATES: 1994-

ARRANGEMENT: Numerical by assigned facility number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records contain information about the monitoring of private aquaculture and fee fishing facilities in the state. Files contain the annual COR (certificate of registration) for the facility, which includes the owner's name, address, telephone number, FAX number, and email address. Files also contain copies of current licenses, permits to buy and sell fish, species requests, fish and livestock movement reports, fish inspection and test results, correspondence, photographs of the facilities, citations or quarantines, bio-security plans, and any reports based on investigations of the facilities.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy provided they are scanned and quality checked

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after facility closes and then transfer to State Records Center provided they are scanned and quality checked. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 26624

TITLE: Aquaculture and fee fishing program files

(continued)

APPRAISAL:

Administrative Legal

These records are created and maintained in accordance with R58-17-1, which requires that the state establish programs for monitoring facility operations and aquatic animal stocks.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(51)

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80574

3

TITLE: Boneless meat re-inspection

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This file contains inspectional data on each boneless meat operation in Utah.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This information should be kept three years in case it is needed in civil litigation. 78-12-26 (3).

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 540

4

TITLE: Brand books

DATES: i 1851-

ARRANGEMENT: Chronological by publication date.

ANNUAL ACCUMULATION:

DESCRIPTION:

Brands have been registered in Utah since 1851. Brand books were used locally to prevent the duplicate use of brands by livestock owners, and as a means of identifying and controlling animals left in estray pounds or that were being sold. Later, as regulations expanded state control over inspection for disease, transportation, and slaughter of livestock, maintenance of a central brand registry became even more important.

Entries in the brand books include the brand symbol, name of the person registering the mark or brand, the location on the body of the animal, county of residence of the applicant, and the date the brand was recorded. Illustrations of where the marks and brands appeared on the body were added to the books with the 1901 volume, as were the names of brand owners. Brand registry numbers were added in 1922.

The pattern of publication has been to produce cumulative issues every ten years--since 1976 every five years--that include any new brands registered since the last cumulation. Supplements to the brand books appear at regular intervals and contain newly registered brands and marks. Since 1901 brand owners have been required to renew their brand registrations every ten years, but earlier books contain all brands ever recorded even though they may have only been in active use for a short time. Holdings of the brand books are not complete.

RETENTION:

Retain Agency shall transfer record copy to State Archives when published.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 540

TITLE: Brand books

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

Paper copy: Retain in Office until administrative need ends and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

These records document livestock ownership and production in Utah.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80577

3

TITLE: Brand inspection certificate files

DATES: 1954-

ARRANGEMENT: Alphabetical by inspector

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These include inspection certificates on each animal or group of animals inspected by the brand inspector and inspectors monthly and yearly reports.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80577

TITLE: Brand inspection certificate files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80579

3

TITLE: Brand/earmark application files

DATES: 1930-

ARRANGEMENT: chronological by year, thereunder alphabetical by last name.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files include the original drawing of brand and original signature of applicant. They are used to apply for a brand.

RETENTION:

Retain 1 year after application is approved.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after application is approved and then microfilm and transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office until administrative need ends.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80579

TITLE: Brand/earmark application files

(continued)

APPRAISAL:

Administrative Historical Legal

These records are extensively used for research purposes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80418

3

TITLE: Brands system files

DATES: 1985-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated system in which the descriptive information is on the Wang VS100 at Agriculture and the digitized image is stored on a computer at Data Processing. The information included on this program is: brand number, location on animal, owner, address, legal classification (partnership, survivorship etc.), renewal date, cash receipt number, previous owner, transaction date and the digitized brand image.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

Administrative Fiscal Legal

This retention is for the automated system the brands themselves are microfilmed for a permanent record. Every five years a rancher must renew his brand with the Brands division. If a brand is not claimed, it can be reassigned to another rancher. The retention

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80418

TITLE: Brands system files

(continued)

for this program is based on administrative need in that every five years it will be superceeded.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 83645

3

TITLE: Bullshipper newsletter

DATES: 1982-

ARRANGEMENT: Chronological by date of newsletter.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains the official monthly newsletter of the Animal Identification Bureau. The newsletter presented news and information affecting livestock raising and was distributed to government officials and private ranchers throughout the state.

RETENTION:

Retain Archives custody,.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 04/08/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfiche master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This newsletter has historical value as it documents activities of the agency and provides a history of some aspects of the livestock market in Utah.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 83645

TITLE: Bullshipper newsletter

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80582

3

TITLE: Calfhood brucellosis vaccination files

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files are records of calves vaccinated against brucellosis (bangs) in Utah. They also serve as a tracer for missing calves that haven't been branded yet. They include: county, herd owner, vaccine used, identification, kind of animal, and other identification information.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

These records need to be kept 5 years for statistical purposes.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80582

TITLE: Calfhood brucellosis vaccination files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 26542

1

TITLE: Citation case files

DATES: 1989-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain records of regulatory violations, investigative results, and administrative actions involving citations or non-compliance with the livestock rules and regulations. Bull trichomoniasis tag, health certificate, and import violations are the basis for the citations. These files may contain the citations, a record of the fine payment, correspondence, and investigation results.

RETENTION:

Retain 20 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

Administrative Legal

These records demonstrate compliance with the citation regulation UAC R57-19-4 and the trichomoniasis tag regulation UAC R58-21-3.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 26542

TITLE: Citation case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9)

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80569

3

TITLE: Farm custom slaughter files

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files contain information on each farm custom slaughter done in the state of Utah for the purpose of conforming to law and verifying the correct conditions for each kill.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This information could be used in civil litigation and will need to be kept for 3 years UCA 78-12-26 (3).

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80569

TITLE: Farm custom slaughter files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80573

3

TITLE: Federal-state review of meat plant files

DATES: 1982-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This file contains inspectional data done during federal-state review. It is audited by federal meat inspectors.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided audit is approved.

APPRAISAL:

Administrative Legal

This information needs to be kept 5 years or until audit is good.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80580

3

TITLE: Final veterinarian files

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files include a signed copy of the contract between the agency and the veterinarian and any amendments, record of ante-mortem and post-mortem inspection of livestock and correspondence.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper: Retain in Office for 3 years after termination of contract and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80580

TITLE: Final veterinarian files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 26623

3

TITLE: Fish Health Policy Board minutes

DATES: 1994-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/02/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center provided they are scanned and quality checked. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 26623

TITLE: Fish Health Policy Board minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(34)

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80576

3

TITLE: Horse permanent travel permit

DATES: 1962-

ARRANGEMENT: numerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Includes identification markings of horse, name of horse, breed of horse, name of owner, address, and inspectors verification of permit.

RETENTION:

Retain 25 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 25 years and then destroy provided the animal is not still living.

APPRAISAL:

Administrative Legal

These permit are good for the life of the horse and can be transfered when the horse is sold. A horse will live 25 years at the outside.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80576

TITLE: Horse permanent travel permit

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80586

3

TITLE: Import permit for cattle

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records give information on the disease testing of cattle that are entering Utah. These records include disease testing information, veterinarian name, address, permit number and description of animals.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80586

TITLE: Import permit for cattle

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80583

3

TITLE: In-state health certificates

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files are a record of animal moved out of the state. They include name of owner, address of origin, veterinary information, health information and herd or animal identification.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This retention reflects administrative need.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80583

TITLE: In-state health certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 549

3

TITLE: Livestock diseases statistical reports

DATES: 1956-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are year end reports about the occurrence of livestock disease in Utah.

RETENTION:

Retain 8 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80571

3

TITLE: Meat packing plant inspection files

DATES: 1930-

ARRANGEMENT: Alphabetical by plant name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files document both custom exempt and official plant files. They include applications, plant drawings and specifications for construction, establishment reviews, record of violations, record of regulatory actions and correspondence.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy provided plant has closed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after plant closes and then destroy.

APPRAISAL:

Administrative Legal

These files are purged every three years, however, the plant designs need to be kept until 2 years after the plant closes (that is why there is information from 1930).

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80571

TITLE: Meat packing plant inspection files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80575

3

TITLE: Meat packing plant pending application file

DATES: 1982-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a file of meat packing plants seeking inspection or custom exempt status. It contains plant name, address, status sought and other pertinent information.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until approval and then move to plant inspection file..

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

Those applications which are not approved are kept for 5 years to give the plant a chance to comply and the approved applications are moved to the plant inspection files where they are kept 2 years. See records series #80571.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80575

TITLE: Meat packing plant pending application file

(continued)

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80572

3

TITLE: Official plant label files

DATES: 1968-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Meat products that are sold in Utah must conform to Utah meat inspection rules. In order to insure this the producer must submit a copy of the sample, label and ingredient statement. These samples are tested to insure conformity. These files contain a copy of the label, ingredient statement, and letter of authorization to use the label.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until superceeded and then destroy.

APPRAISAL:

Administrative Legal

This information is needed until the label on the meat product involved is changed. It can then be destroyed and replaced with the new label.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80572

TITLE: Official plant label files

(continued)

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80581

3

TITLE: Out-of-state health certificates

DATES: 1985-

ARRANGEMENT: Alphabetical by state

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files are a record of livestock coming into Utah from other states and their health and vaccination status. They include the cosignor's name, address, where loaded, species, identification number, what tests were done, who did them, permit number and brand inspection number.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80581

TITLE: Out-of-state health certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80568

3

TITLE: Plant co-operation agreement files

DATES: 1968-

ARRANGEMENT: Alphabetical by plant name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files are cooperative meat inspection contracts with each meat packing plant in Utah. By federal law a meat inspector must be in the packing plant any time it is in operation. If the packing plant wishes to operate on weekends, holidays or overtime they must agree to pay the inspector's salary for those times.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after contract has ended and then destroy.

APPRAISAL:

Administrative Legal

This retention is based on the state general schedule stating that a contract for over \$10,000 should be kept for 7 years after the end of the contract.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80570

3

TITLE: Processing operations files

DATES: 1985-

ARRANGEMENT: Alphabetical by processor

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files are a record of meat plant production. They are kept so that the division of Animal Industry will know what plant produce and their peak times for manpower can be allocated to each plant. Meat packing plants can not operate under federal law unless there is an inspector on the premises.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

These files are mainly informational. The actual inspection data is kept in the inspection files.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80567

3

TITLE: Talmage-Aiken co-operative meat inspection files

DATES: 1940-

ARRANGEMENT: Alphabetical by plant name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are federal-state cooperative meat inspection agreements. The federal government promulgates statute about meat inspection and then delegates the inspection to the individual states. The federal government matches money with the state for these inspectional services. These agreements contain information about the cooperative meat inspection services.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after contract ends and then destroy.

APPRAISAL:

Administrative Legal

These agreements are contracts between the state and federal governments. They should be kept 3 years after the contract has ended. This is in agreement with the state's general retention schedule.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80567

TITLE: Talmage-Aiken co-operative meat inspection files

(continued)

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80584

3

TITLE: Veterinarian auction market invoices

DATES: 1985-

ARRANGEMENT: alphabetical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is an invoice presented by the veterinarian for services rendered at the auction market which are paid by the Department of Agriculture. In connection with its disease eradication program the department is authorized to pay for testing for brucellosis, Tuberculosis and other diseases. The invoice includes the auction report, sale date, amount due, amount of animals inspected, and the results of inspections.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of fiscal year and then destroy.

APPRAISAL:

Administrative Fiscal

These invoices will be treated in the same manner as other state invoices.

AGENCY: Department of Agriculture and Food. Division of Animal Industry

SERIES: 80584

TITLE: Veterinarian auction market invoices

(continued)

PRIMARY CLASSIFICATION:

Private